



Pennington County  
Deputy Sheriff I  
(Non-Exempt B24)

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**Position Objective:**

As a representative of the Sheriff, the Deputy Sheriff I protects life and property for the citizens of Pennington County. As a member of the Law Enforcement team, the Deputy Sheriff I promotes positive relationships with the public and works to strengthen relationships with other professional organizations. Deputy Sheriffs are expected to exhibit exceptional integrity and character at all times.

The Deputy Sheriff I position provides services 24/7 to include day, afternoon, overnight, weekend and holiday shifts.

**Essential Functions:**

- Treating the community served with respect and upholding rights and liberties per law.
- Patrolling the county for prevention and suppression of crime, enforcement of laws (federal, state and local) and ordinances, investigation of illegal or suspicious activities and ensuring the protection of life and property.
- Responds to calls relayed by radio, including domestic disputes, arrests, burglaries, traffic accidents, lost or missing persons, and stranded motorists.
- Carries out investigations of assigned cases; collects evidence; identifies and apprehends offenders; interviews complainants; victims; witnesses and suspects; conducts follow-up investigations as required.
- Responds to crime scenes; examines crime scene to identify and collect evidence; photographs scenes; lifts fingerprints and makes composites.
- Locating and making physical arrests of law violators or wanted subjects.
- Documenting work activities into a records management system and managing sensitive data.
- Serving as a first responder in emergency situations such as accidents, medical issues, natural disasters etc.
- Interviewing witnesses/suspects, preparing written reports, and appearing in court as a witness.
- Transporting or escorting prisoners to courtrooms, prisons/jails or medical facilities.
- Providing Pennington County Administrative Offices and Courthouse campus security.
- Providing courtroom security to include documenting and communicating court results.
- Serving and enforcing civil process in accordance with state codified law. This includes subpoenas, executions, evictions, garnishments, tax levies, foreclosures and others as required in accordance with SDCL 15.
- Serving and enforcing protection, no contact and custody orders in accordance with SDCL 25-10.
- Preparing, researching and executing arrest and bench warrants in accordance with SDCL 23A.
- Responding to specified deaths within Pennington County to perform the duties of Deputy Coroner in accordance with SDCL 23-14, which requires specialized training.

- Performing the extradition of warrant subjects to include out-of-state and air prisoner transport.
- Serving as a Sheriff's Office representative during community events.
- Maintaining ability to testify as a credible witness in court.
- Adhering to global and law enforcement policy and procedures (150).
- Attending meetings and trainings as required.
- Performing additional duties as assigned.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Experience and/or Education Required:**

- Minimum 64 hours of college credit from an accredited institution; or 2 two years prior public safety or military experience.
- A combination of education and experience is acceptable.
- Successful completion of the pre-employment hiring standards to include a written exam medical physical and physical agility test.
- Minimum of 21 years of age.
- Able to obtain state of South Dakota law enforcement officer basic certification per SDCL 2:01:02.
- Successful completion of the South Dakota Law Enforcement Basic Officer Certification Course (520 hours)
- Successful completion of the Deputy Training Program (600 hours)
- Free of any felony conviction
- Free of domestic violence simple assault conviction.
- Ability successful perform the skills required for use of force which may include the use of deadly force
- Eligible for employment following a character background investigation and pre-employment psychological exam.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.
- Outside of state statute, the Sheriff has the discretion to waive any of the above requirements.

**Working Environment:**

Work is typically performed in office, specialized law enforcement vehicle and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment to include firearm, taser, OC spray and rifle. Due to the Geographic's of Pennington County, Deputies will find themselves working in remote, rural areas to include grasslands, mountains, lakes, creeks and the badlands.

**Physical Requirements:**

The Deputy Sheriff position requires data entry, driving, public speaking, vision, color differentiation, hearing, standing, walking, bending, stooping, running, heavy lifting (up to 100lbs) and carrying, and safely and effectively using tools of the trade (firearms, tasers, etc.). May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air and water borne pathogens, body fluids, combative and assaultive suspects and criminals. Work is performed in office and field environments. Deputies must possess the physical strength and conditioning to safely render emergency aid or defend themselves or others in a physical altercation.